

**School Lunch Advisory Council (SLAC)
Meeting Notes – Friday, May 12, 2023**

Attendees

NYS Office of General Services (OGS) USDA Food Distribution:

Nicholas Barber	Frank Palmo
Gabrielle Viens	Jeffrey Ruff
Anja Allnach	

USDA Northeast Regional Office Food and Nutrition Service:

Adrienne Vingello (*Unable to attend*)

SLAC Area Representatives

Area A - Scott Ziobrowski, Food Service Director, Hilton Central Schools
Area C - Anita Trautwein, Food Service Director, Holland CSD (*filling in for Tami Augugliaro*)
Area D - Bryan McCoy, Food Service Director, Broome Tioga BOCES
Area E - Robert Johnson, Food Service Director Wells Central School (*Unable to attend*)
Area F - Brian Mitchell, Food Service Director, Ogdensburg Public Schools
Area G - Lyn Prestia, Food Service Director, Pine Bush Central School District
Area J - Colleen Wise, Food Service Director, East Greenbush Central School District
Area K - Alessandro Palumbo, Food Service Director, Farmingdale Public Schools
Area L - Geoffrey Fasy, School Lunch Director, Canandaigua Public Schools
NYC - Anne O'Donnell, Director of Supply Chain Management, Office of Food & Nutrition Services

NYS Education Department (SED) – Child Nutrition Program Administration

Meghan Lanzetta
Jamie McMillian

New York School Nutrition Association (SNA):

Jennifer Martin

NYS Agriculture & Markets:

Mark McMullen

Institute of Child Nutrition (ICN):

Cassandra Hawkins - Virtual

NYS Education Department (SED) – Child Nutrition Program Administration

Website: [Child Nutrition | NYSED](#)

[Procurement Information | Child Nutrition | NYSED](#)

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- *Procurement 101 – Presentation (attached / view)*
 - Processing timeline
 - Procurement plan
 - Procurement methods (informal and formal)
 - Thresholds
- Starting this summer, NYSED will host training for new Food Service Directors
- Child Nutrition Back to School Training

Discussion:

- 1) *There is confusion regarding the different thresholds required for procurement, as well as what is required for quotes.*

NYSED: Procurement thresholds may differ depending on the situation. If you need specific information about the thresholds and quotes needed for your specific procurement, you should contact your NYSED area representative for assistance.

- 2) *There is a proposed change to CEP to change the threshold from 40% to 25%.*

NYSED: There will be a webinar next week (Week of 5/15/23) to discuss these changes. This change is not yet guaranteed, or in place. NYSED is aware that this could have big impacts on your programs.

- 3) *NYSED reviewed the most common Audit Findings:*
- Incomplete Documents*
 - Incorrect Pre-K meal plan execution*
 - Meal Modification **must** be an option, easily accessible, and there should be a process in place as to where those requests go. This process should be written and available to families.*

NY School Nutrition Association

Website: [Home \(nyschoolnutrition.org\)](https://nyschoolnutrition.org)

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Updates:

- How can the School Lunch Advisory Council (SLAC) further participation in NY?
- 2023 Annual NYSNA Conference from October 27th – 28th at Turning Stone, Verona, NY
 - Registration is now open: [Register \(video\)](#)
- ****For New Directors**** [Introduction to School Nutrition Leadership](#)
 - Pre-conference session in partnership with the Institute of Child Nutrition (ICN).
 - 32 CEUs
- [Award winning Magazine - Fresh Bites- Available free online](#)
- NYSNA is working on a packet for NEW Food Service Directors
- NYSNA is considering reorganizing their regions to match OGS's distribution areas
- NYSNA provided an update on universal meals.

NYS Agriculture & Markets

Website: [Agriculture and Markets | Agriculture and Markets \(ny.gov\)](#)

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- Update on 30% tips for successful implementation
- Farm to School program started with 3 schools in 2015
- Goals of the program
 - Increase the volume & variety of NYS products
 - Develop & Increase student awareness
 - Increase and promote connections between Farms/Producers and schools to increase revenue and awareness
- Lunch only considered in 30%- Breakfast not included
- 2023 Highlights
 - \$850k granted - 10 grantors
 - NYC Dept Ed \$100k
 - Broome & Delaware Co. \$100k
 - Franklyn Co. \$100k
- AGM has contracted with MetaData to develop the 30% training database
 - Access & Submit 30%
 - Store & Track purchases
 - Upload required documentation
 - Upload Audit Documents
- SFA's that spend 30% on NYS foods are eligible for \$.25 per meal reimbursement
- 30% is now staffed and can be reached at 518-485-1050
- New funding for regional scratch cooking facilities
 - 150 million over 5 years, \$10 Million in the 1st year
- AGM now has 8 staff members dedicated to assisting schools in person.

Discussion:

- 1.) *AGM's "Scratch" cooking initiative*
- The grant will be a \$50 million investment over five years, supporting schools "scratch" cooking facilities to serve as regional aggregation, processing, and storage points with \$10 million dedicated this budget year*
 - It will incorporate workforce development aspects as well, such as creating programs for culinary arts, food processing, safe handling, and storage, as well as logistics and delivery.*
 - The grant also encourages use of fresh NYS farm products in meal preparation for K – 12 school children, reduce food insecurity, and increase market opportunities or NYS.*

Institute of Child Nutrition (ICN)

Website: [Institute of Child Nutrition – Website for the Institute of Child Nutrition \(theicn.org\)](https://theicn.org)

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- ICN is located Hattiesburg, Mississippi at the University of Mississippi
- All resources are reviewed and vetted
- ICN Corner stones are
 - Idea
 - Planning
 - Develop
 - Review
 - Publications
- Examples of training available
 - 4 Day - Live or virtual in leadership & Management
 - Scratch/Speed Scratch Cooking- 4 Hour Hands on training cover multiple cuisines covered
 - Civil Rights training- 1hr online class
 - Child nutrition Archives (History of Child Nutrition Programs)
- [iLearn](#) Self-Paced learning, all mobile friendly
 - Praised by Anne O'Donnell
 - ALL FREE
- Schools can schedule workshops and on-site training.

Discussion:

- 1) *Lyn Prestia: [iLearn](#) training was very helpful and wonderful resource for many subjects.*
- 2) *Anita Trautwein (filling in for Tami Augugliaro) has used ICN's in-person training to provide on-site hands-on training at school districts.*
- 3) *Most of the SLAC representatives have used ICN for training.*
- 4) *Anne O'Donnell: ICN was excellent for providing the foundation when she started in her role.*

ICN offers in-person training with experienced chefs that have knowledge with USDA Foods and Child Nutrition Programs.

Free virtual training is offered through ICN's [iLearn](#) training website. iLearn is also mobile/phone friendly, so you can learn on the go!

NYS Office of General Services (OGS) USDA Food Distribution

Website: [USDA Food Distribution | Office of General Services \(ny.gov\)](https://www.ogs.ny.gov/food-distribution)

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Rolling up Direct Delivery (Brown Box)

- After Recipient Agencies (RA's) have submitted orders, OGS FD must consolidate RA orders into full truckloads using the federal ordering criteria.
- This year OGS FD ordered extra cases to warehouses when possible. These will be offered in the USDA Foods Marketplace, which will replace the current survey process.

Direct Delivery (Brown Box)

- The annual delivery deadline for remaining USDA Direct Delivery (Brown Box) being stored at area distributors is Friday, June 9, 2023 (Except, in area K&W – June 30, 2023, deadline). This deadline is to ensure area warehouses are empty in time for annual inspections.
- Ordering SY 23-24
 - 110651 Orange Juice Cups are unavailable for ordering for SY 23-24.
 - OGS offered 100277 Orange Juice, Cartons as an alternative but only received 2 truckloads.
 - As a solution, OGS has ordered a total of 11 truckloads that will be offered across the state throughout the school year.
- New Area D Distributor
 - Starting July 1, J&L Ice Service will begin providing storage and delivery services to Area D.

Processing

- Alternate Options
 - A select few proteins and cheeses may be offered out as an opportunity for schools to use their entitlement, as well as secure food options for their kids through Processed commodities.
 - 100418 Schwan's

- 100103 Tyson
- 110244 Nardone's
- 110244 High Liner
- 110242 Land O Lakes
- 100154 Maid-Rite
- 100154 JTM
- Ordering Process:
 - As with brown box, your orders in WBSCM will change as OGS rolls up trucks and follows the full truckload minimum rule.
 - OGS makes spreadsheets with breakdowns of what schools originally ordered, what it had to be changed to accommodate FTL minimums, and the difference to be covered by the state account (if possible, based on projections).
 - All schools' ordered pounds are altered during truck roll ups as OGS must consider the following:
 - How many pounds did schools order?
 - How many full truckloads did the ordered pounds make?
 - Projected carryover after end of year sweep
 - How long has inventory been on hand (must comply with USDA 6 month on hand rule)
 - Delivery dates and how many truckloads per date each processor wants
 - After all that is done, make breakdown spreadsheets for processors (original vs WBSCM after trucks rolled up vs diff to be covered by state account and projected carryover)
 - OGS strongly advises schools to frequently run their Requisition Status Reports in WBSCM to review any changes or updates that may have occurred after they have placed their orders.
 - Ordered pound amounts for the SY 23-24 will not be uploaded into PL and K12 until both websites have reconciled all SY 23-24, so these pounds may not show until mid-July.
- End of Year Sweep will take place June 30, 2023
- Cargill Egg Patty Product # 40711 will be phased out and transitioned back to product # 40710 for the SY 23-24
 - This transition is expected to take place in July. The exact date is still being determined.
 - Schools can continue to order 40711 until advised of the exact transition date.
 - Cargill asks that in order to prevent delays on receiving 40710 that schools please make sure everything is set up on their side to receive in when the time comes.
 - Schools may reach out to OGS and Cargill with any questions regarding the transition so all questions may be resolved proactively.
 - Hormel has merged with Jennie-O and is now their umbrella company. Jennie-O will now show up as Hormel in WBSCM and on K12.

USDA DoD Fresh Program (DoD)

- SY 23-24 allocation requests are being reviewed and approved, but will not show in FFAVORS until the new school year starts
- Once a school allocates funds to DoD FFAVORS those funds **are not** locked into DoD FFAVORS; if a school would like to take entitlement from FFAVORS to use towards brown box or diversion pounds that are available, they may do so.
 - They need to fill out the DoD Survey and select the option of "decrease"
- OGS has made the DoD FFAVORS Allocation survey open all year round to accept any changes in allocation schools would like to request/submit.

USDA Pilot Project for Unprocessed Fruits and Vegetables (Pilot)

- SY 23-24 Allocation Requests are being reviewed and approved. The Pilot Tracker is currently being updated and is not yet available for the coming school year.
- Once a school allocates funds to the Pilot Program those funds **are not** locked into Pilot; if a school would like to take entitlement from Pilot to use towards brown box or diversion pounds that are available, they may do so.
 - They need to fill out the Pilot Survey and select the option of "decrease"
- OGS has made the Pilot Allocations survey open all year round to accept any changes in allocation schools would like to request/submit.

Additional OGS Business

- New Initiatives for SY 23-24
 - Starting SY 23-24, OGS will pilot the OGS USDA Foods Marketplace. This marketplace will replace the current 'Available Commodities in Your Area' surveys.
 - Starting SY 23-24, OGS will pilot Chef Jeff's Corning, which will focus on engagement, feedback, sharing information, and recognition.

Discussion:

- 1) *While talking about the new initiatives being piloted in SY 23-24, Brian McCoy asked how OGS determines which schools receive products requested on the available commodity surveys.*
 - a. *Surveys are first-come-first-served and may be 'fair-shared' depending on the volume of responses received. Only schools that have remaining entitlement available are eligible to receive products that are offered for entitlement. Schools with zero (0) or negative entitlement balances can only receive 'bonus' (entitlement-free) products being offered. These are a few of the variables considered.*
 - 2) *How can you tell if you've received product from an Available Commodity survey?*
 - a. *Due to the volume of responses and staffing limitations, we are unable to provide individual notifications. However, usually adjustments are completed in WBSCM within 2 to 3 business days following the close date of a survey. This means, if you run the Requisition Status report, you will see any products allocated to your district as an 'applied' product.*
- Renaming the School Lunch Advisory Council (SLAC)
 - New Director guidance – process improvements
 - Potential Scholarship opportunities for ACDA and NYSNA
 - New SLAC Members – 3 terms up 6/23
 - Tami Augugliaro (Area C)
 - Bryan McCoy (Area D)
 - Lyn Prestia (Area G)
 - Website – ideas for organization based off feedback
 - SLAC members to present to schools' best way to think about ordering based on menu
 - SFSP acknowledgement to use USDA Foods
 - How can we help schools take the food they've ordered within 60 days or request a redistribution timely?

Discussion:

- 1) *There was a discussion to rename SLAC to"*
 - a. *SNAC – School Nutrition Advisory Council*
 - b. *SMAC – School Meal Advisory Council*

SY 23-24 SLAC meeting dates

- Meeting 1 (Fall) – September 19, 2023 (In-person)
- Meeting 2 (Winter) – January 19, 2024 (Virtual)
- Meeting 3 (Spring) – May 10, 2024 (In-person)

Closing

Thank you for representing your areas and your participation in the School Lunch Advisory Council.